

**CITY OF LOS ALTOS
POSITION CLASSIFICATION**

MAINTENANCE SERVICES MANAGER

Definition: Under general direction from the City Manager, supervises the day-to-day activities of the Maintenance Division; plans, organizes and supervises the maintenance and repair of City streets, storm drains, sewers, parks, trees, buildings and vehicles; manages the Municipal Service Center; develops plans and procedures to improve operations; establishes and implements employee performance standards; and performs other related work, as required.

Essential Job Functions:

Duties may include, but are not limited to, the following:

1. Plans, organizes and directs the Citywide program of street, park, building, storm drain, tree, and vehicle maintenance and repair activities.
2. Supervises maintenance supervisors and office support staff; may work with line level personnel in scheduling and assigning maintenance and repair work.
3. Periodically inspects work in progress, completed projects, and may occasionally direct field activities.
4. Reviews estimates of labor and material costs for work to be performed.
5. Schedules and directs priority projects and resolves work problems as necessary.
6. Supervises the training and development of Maintenance Division employees.
7. Performs written staff evaluations, and develops and implements performance standards.
8. Provides staff support and makes presentations before City Council, Planning Commission, and other boards and commissions, as required.
9. Represents the City and acts as a liaison with other governmental agencies.
10. Receives and reviews complaints from the public and ensures the appropriate response is made.
11. Prepares equipment specifications and secures estimates and bids for purchasing equipment, materials and supplies.
12. Supervises the warehousing and issuing of tools and supplies located in the Municipal Service Center.
13. Prepares and controls the Maintenance Division budget and assists in the development

of the capital improvement program budget.

14. Develops service level results measures, tracks progress and implements modifications as needed to achieve desired results.
15. Directs the maintenance of records and prepares periodic reports of maintenance and repair activities.
16. Reviews plans and specifications and makes recommendations regarding maintenance, construction and operations aspects.
17. Interviews and advises on the hiring, layoff or discharge of employees as necessary.
18. Monitors revenue and expense budgets on an ongoing basis.
19. Prepares correspondence and reports.
20. Confers with contractors, sales representatives, engineers and members of the general public on construction and maintenance problems and procedures.
21. Performs other related duties as required.

Minimum Qualifications:

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of streets, parks, buildings, storm drains, sewers, trees, vehicles, and related public works structures
- Inventory and stock record-keeping systems.
- Principles of organization, supervision and training.

Skill in:

- Directing and inspecting the technical details of street and sewer maintenance and repair work.
- Planning, assigning and directing the activities of employees engaged in street, sewer, and park maintenance and repair work, automotive repairs, and building maintenance duties.
- Inspecting work performed to insure compliance with specifications.
- Establishing and maintaining cooperative working relationships with municipal officials, subordinate employees and the general public.
- Following oral and written direction.
- Keeping accurate records and preparing clear and concise oral and written reports.

Ability to:

- Plan, organize and supervise the work of employees engaged in a variety of maintenance

and repair activities.

- Develop and install improvements in organization and work procedures.
- Read and interpret construction plans and specifications.
- Maintain operational records
- Prepare clear and comprehensive written reports
- Write specifications for maintenance services and equipment replacement
- Establish and maintain cooperative working relationships with other City departments, employees, contractors and the general public
- Operate general business software with a high level of proficiency; ability to serve in an on-call or standby status during off hours to address public works emergencies.

Experience and Education Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

1. Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of municipal public works facilities or services, including three years of experience at a level equivalent to the class of Public Works Supervisor.
2. Graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related field.

Required Licenses or Certificates: Possession of or ability to obtain, prior to employment, a Class C California Driver's License and a satisfactory driving record